

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Marcy J Mandel
Expense Dates 08/12/13-08/13/13
Form ID TEA000124843
Approver Richard J Chivaro
Start Date/Time 08/12/13 / 0915
End Date/Time 08/13/13 / 2055
Trip Location Sacramento
Purpose of Trip Official SCO business. 8/13 -- BOE
Authorization #/ Trip # meeting /

REPORT TOTALS

Report Total 695.90 USD
Department Paid 493.04 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 202.86 USD

**** Charges are in USD unless otherwise noted**

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
08/12/13	Airfare - Commercial	208.78	Department Paid	United States (US	1.00		208.78
08/12/13	Lodging	95.76	Cash	United States (US	1.00		95.76
08/12/13	Parking, Auto	8.00	Cash	United States (US	1.00		8.00
08/12/13	Dinner	20.00	Cash	United States (US	1.00		20.00
08/12/13	Incidentals	6.00	Cash	United States (US	1.00		6.00
08/12/13	Lunch	12.00	Cash	United States (US	1.00		12.00
08/12/13	Personal Auto Mileage	5.65	Cash	United States (US	1.00		5.65
08/13/13	Airfare - Commercial	208.79	Department Paid	United States (US	1.00		208.79
08/13/13	Parking, Auto	8.00	Cash	United States (US	1.00		8.00
08/13/13	Auto/Car Rental	75.47	Department Paid	United States (US	1.00		75.47
08/13/13	Gasoline	1.80	Cash	United States (US	1.00		1.80
08/13/13	Lunch	12.00	Cash	United States (US	1.00		12.00
08/13/13	Breakfast	8.00	Cash	United States (US	1.00		8.00
08/13/13	Dinner	20.00	Cash	United States (US	1.00		20.00
08/13/13	Personal Auto Mileage	5.65	Cash	United States (US	1.00		5.65

Expense Sub-Totals

Auto/Car Rental 75.47
 Airfare - Commercial 417.57
 Gasoline 1.80
 Parking, Auto 16.00
 Breakfast 8.00
 Dinner 40.00
 Lunch 24.00
 Incidentals 6.00
 Lodging 95.76
 Personal Auto Mileage 11.30

Review Items - Exceptions and Questions

Text	Response	Policy
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CalATERS-Global Expense Summary

The amount claimed for Incidentals on 08/12/13 exceeds the maximum rate of 5.00 USD. Please explain.	PML 2013-022	45:4/10
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The amount claimed for Lunch on 08/12/13 exceeds the maximum rate of 11.00 USD. Please explain.	PML 2013-022	25:29
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The amount claimed for Lunch on 08/13/13 exceeds the maximum rate of 11.00 USD. Please explain.	PML 2013-022	25:29
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The amount claimed for Breakfast on 08/13/13 exceeds the maximum rate of 7.00 USD. Please explain.	PML 2013-022	15:20
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CalATERS-Global Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY

Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
08/12/13	Airfare - Commercial	208.78	Reimbursable			Yes
08/12/13	Lodging	95.76	Reimbursable			Yes
08/12/13	Parking, Auto	8.00	Reimbursable			No
08/12/13	Dinner	20.00	Reimbursable			No
08/12/13	Incidentals	6.00	Reimbursable			No
08/12/13	Lunch	12.00	Reimbursable			No
08/12/13	Personal Auto Mileage	5.65	Reimbursable			No
08/13/13	Airfare - Commercial	208.79	Reimbursable			Yes
08/13/13	Parking, Auto	8.00	Reimbursable			No
08/13/13	Auto/Car Rental	75.47	Reimbursable			Yes
08/13/13	Gasoline	1.80	Reimbursable			Yes
08/13/13	Lunch	12.00	Reimbursable			No
08/13/13	Breakfast	8.00	Reimbursable			No
08/13/13	Dinner	20.00	Reimbursable			No
08/13/13	Personal Auto Mileage	5.65	Reimbursable			No

Cars used for Business Travel

Vehicle Type: Personal Auto Mileage

Comments

Name: Richard J Chivaro

Subject: **Return**

Comment: per diem rates